

SERVICE LEARNING GUIDELINES FOR COURSE SECTIONS DESIGNED AS SERVICE LEARNING

HOSTOS' DEFINITION OF SERVICE LEARNING

Service Learning (SL) is a type of experiential learning opportunity (ELO) that places equal emphasis on the service provided to the community and structured opportunities for learning through reflection and engagement.

Faculty must complete the following steps to have their course section designated as SL in CUNYFirst:

- Modify the syllabus and include the following:
 - SL Competencies (1-2)
 - General Education Competencies (1-2)
 - Description of the SL Project including
 - the type of **service** to the community or public (direct, indirect, or advocacy)
 - one alternative to a direct service project attune to mobility
 - a minimum number of 10 hours of service
 - a description of how the 10 hours is calculated (15 min each way can be included for transportation)
 - SL Project will constitute 10-20% of course grade
 - SL Project includes a reflective component
 - SL Project includes an assessment component for SL Competencies

- Submit the syllabus to the Coordinator by October 1 for the spring semester designation and by March 1 for a fall semester designation

- Meet (in-person or virtually) with the course designation subcommittee comprised of members of the SL-CE Committee

- Revise the syllabus (if necessary) and submit it to the Coordinator who will provide the final approval

NOTE: The Coordinator will notify the Registrar of the newly designated course. After the **first semester the course is taught**, it is the faculty member's responsibility to request the SL designation as part of their schedule requests and to ensure it appears in CUNYFirst.

The Coordinator or designed members of the SL-CE Committee will submit the approved syllabus to the College-Wide Curriculum Committee and then to the College Senate as informational items.

Once the course is being taught as a designated SL course, faculty must do the following:

- Provide students with the **Liability Waiver** and the **Photos Release Waiver** (available on the SL-CE website)
- Collect Liability Waivers from students participating in SL Projects
- Ensure Photo Release Waivers are collected if faculty or community partners take photos and that any student who opts out of the Photo Release does not have their photo made public
- Faculty should keep the Liability and Photo Release Waivers on file for **2 years**

Additional Resources

The Service Learning and Civic Engagement Committee website has additional resources including:

- SL Competencies
- Gen Ed Competencies
- Designated syllabi with SL Project descriptions
- Definitions of service and examples
- Reflection samples
- Assessment samples
- Teaching Tidbit videos with SL faculty
- Liability Waivers
- Photo Release Forms

Here is the link: <https://commons.hostos.cuny.edu/ctl/servicelearning/>

Interested faculty can also reach out to the Coordinator and/or any member of the SL-CE Committee, who are listed and pictured on the SL-CE Committee website. The Coordinator and other SL-CE Committee members are available to help with any of the following:

- Create SL-designated classes
- Design SL projects
- Connect with organizations and establish partnerships
- Incorporate reflection
- Design assessment components
- Identify academic journals to publish case studies of SL projects, SL assessment results, and/or SL collaborations
- Navigate any challenges while teaching the class
- Increase the visibility of SL
- Connect students to Career Services and/or other SL-designated courses